

SmartStream Coordination Meeting Minutes
November 4, 2003

Attendance: Sophia Bedard, Pete Bostian, Ron Brown, Ken Dinsmore, Ed Green, Randy Keller, Mel Lambert, Dave Mayo, Jim Racheff, Lori Smith

1. SmartStream Data Archive – Pete reported that testing has been completed on archiving the purchasing system data. Archiving production data will be started on November 15. The process may be extended over several weekends.
2. DOIM D&B Data – Pete noted that the accounts payable data specified by Finance has been extracted from the data files and should be loaded to a history table in the archive database by the end of this week. After that is completed, vendor and purchasing data will be extracted and loaded to history tables. He also noted that the data's Julian dates were converted to year-month-day format. Ken inquired about the status of DOIM. Jim noted that there was no change and that he believes they are going to provide service by purchasing a smaller system.
3. Workflow Reorganization – Sophia reported that testing has been completed on the reorganized workflow that incorporates the use of structures. Production implementation is being delayed pending changes that purchasing may require. Mel noted that she and Randy were going to meet with purchasing to go over their requirements and would get back to her on what additional changes would be required, if any.
4. Mali Website – Pete stated that there was a request to construct a web site capable of accessing SmartStream purchasing data. He noted the complexity of the data involved and the need to replicate many of the SmartStream procedures to do so. His recommendation was to access SmartStream via Citrix to accomplish the same inquiries, avoiding the development and maintenance of redundant processes.
5. SmartStream Credit Memos – Sophia noted that she had contacted GEAC about the system's generation of credit memos for return goods when the ERS jobs are executed. GEAC said that this is the way the system is supposed to work. Mel stated that that was her understanding too but that AP deletes them and uses the vendor's credit invoices instead due to the difficulties in correlating the vendor's invoices with the generated ones. Discussion followed on how AP processes the memos. Sophia and Pete said they would see what tables were updated when a credit memo was deleted to see whether it was practical to delete them via a batch process. It was also decided that a meeting would be arranged with Karen Toms to discuss the issue.
6. Return Goods Web Site – Dave asked whether the account number was required on the return goods form that is being placed on the web. Data from the form is entered into an Access return goods database. Mel said that it was originally required for reporting but did not know if the reports were still being used. Dave indicated that they were not. Randy

suggested that he contact Connie Sutters to see if they could discontinue the database. Ron noted that most of the information in the database is available in SmartStream and perhaps the information could be obtained from SmartStream. Discussion followed on whether the form could be partially completed from data residing in SmartStream or the Pcard system. It was decided that the database issue would be resolved first, then the form finalized with the intent to populate it with data from these systems.

7. Pcard Credit Card System – Lori reported that the implementation was going well and that a total of 55 out of 237 cards were in the system. She will be adding those cards that have not been used so far this contract year. Pete discussed the recent modifications that were implemented to facilitate the selection of work orders and centers and the ability to set up cardholders so that they could access all centers. The latter modification was done for purchasing, however their use of the system is on hold pending a resolution of how requisitions entered into SmartStream could be processed via the Pcard system. To date, no meeting has been set up to discuss this issue. Pete noted that Lori now does all the back-office processing for the system, including the posting of transactions to the ledger. He also noted that he has been unable to get her modem to connect to the bank, so that process is being done by C&SS.

Randy asked about reports of unreconciled Pcard orders. Pete noted that several reports have been produced, namely those that assist AP in balancing the system. Randy asked about end-user reporting. Pete noted that there was an unreconciled report in progress that summarized orders by program area. Randy indicated that managers will require a report summarizing unreconciled orders for centers under their authority, particularly near the end of a contract year. Pete thought that we could produce a report that would use SmartStream's center-authority table to identify the centers and summarize the orders by center. The report would be available through a SmartStream activity.

8. AP Positive Pay – Pete reported that back office processing for check reconciliation and positive pay processing has been turned over to accounts payable. Again, there is a problem communicating with the bank using their computer and this process is being done by C&SS.
9. Special Handling for Receipts – Ron inquired about the automatic notification of work order administration when items requiring special handling were received. Jim noted that it was C&SS's intent to make sure that the revised receiving and delivery procedures were satisfactory prior to working on a notification process. Ron and Dave said the process is fine and they would like a notification procedure implemented. Pete and Sophia indicated they would start investigating what could be done.

According to the *Just Nails Charity Calendar*, the next scheduled meeting will be Tuesday, December 2, 2003 at 9 AM in the Conference Room in Building 362.